

JUVENILE DETENTION HOME PROGRAMS COORDINATOR

NATURE AND PURPOSE OF WORK

Work is administrative and supervisory in nature, involves contact with incarcerated juveniles, and is responsible for monitoring regulatory and legal environment affecting the daily operations of a juvenile detention facility, monitoring compliance and taking action/making reports and recommendations to assure or improve compliance with applicable laws, regulations and/or generally accepted procedures. Employee has supervisory responsibilities for a staff of Attendants and reports to the Juvenile Detention Home Operations Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews each case, coordinates psychological and/or medical testing, and monitors each length of stay and applicable guidelines. Conducts orientation of new detainees, coordinates drug screening and pregnancy testing. Reviews reports of incidents, enforces policy, administers disciplinary and behavior change measures as necessary. Coordinates mental health and other medical appointments. Reviews applications for out of parish admissions based on population guidelines, decides to accept or refuse. Supervises and participates in supervision of detainees during recreation, meals, or in class. Prepares juveniles for court appearances and assures all are safe and accounted for. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Through knowledge of legal and regulatory requirements for detention of juveniles in the criminal justice system.

Knowledge of the criminal justice system and procedures for processing juvenile offenders.

Knowledge of staffing and attendance requirements, safety precautions and methods of dealing with oppositional or violent juvenile detainees.

Ability to record observations accurately and make clear, coherent and timely reports of incidents.

Ability to communicate clearly and effectively with juveniles, professionals and court system staff.

Ability to form and maintain productive working relationships with staff, juveniles, parents and professionals in the field.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate or Associate degree in criminal justice, psychology, behavioral sciences or a related field and experience in juvenile detention and corrections, hospital administration or criminal justice, or an equivalent combination of education and experience.